CalWORKs Division June 2004 Newsletter

CalWORKs & RCA Programs Section

Remember to Document Case Comments

Any action taken or information reported on the case must be documented in the Case Comments (Data Collections sub-system on LEADER). This will ensure that all changes or reported information **that results in any action taken is documented.** This is especially critical with the implementation of Quarterly Reporting since participants will only be completing a QR 7 quarterly and in many instances reporting information to you verbally.

So remember to

Document!!!

New Time Limit Screens on LEADER

Effective June 2004, LEADER replaced the Interim Time Limit Database (ITLD) and will track the CalWORKs and Temporary Assistance for Needy Families (TANF) 60-month time limit clocks. The new LEADER enhancements will allow users to view time on aid information, clock stoppers and extenders. May 10 was the last day to update ITLD.

Several LEADER time limit screens have been created or revised. The new screens are: *Time Clock Inquiry*, *Time Clock Exception/Extender Information* and *Time Clock Interface* screens. Time limit information, including clock stoppers and extenders, will be automatically processed by LEADER based on current participant data. In addition, LEADER will send all time limit Notice of Actions to participants.

Another new feature will allow LEADER to send time on aid information to the Welfare Data Tracking Implementation Project (WDTIP), the statewide time limit tracking system. This will allow other counties to view the most current Los Angeles County time on aid information on WDTIP and vice versa.

Intake eligibility staff are reminded to ask applicants if cash aid was received in another state or county prior to moving to Los Angeles County. If so, staff must request time on aid information from the other county or state and update the *Prior Current* aid screen on LEADER. Intake and approved staff are to inform applicants/recipients about the 60-month time limits and how to request clock stoppers and extenders.

Homeless Assistance (HA) Program (EAS 44-211.5) Notices of Action (NOA) - Clarification

Program Interpretation Handbook Manual Letter No. 573, dated August 1, 2003, states that the appropriate HA NOA is generated by LEADER when HA is:
- Initially approved/denied for temporary shelter.
- Issued in subsequent installments for temporary shelter.
- Approved/denied for permanent housing.

These NOAs must be printed "on-line" from the Client Correspondence subsystem, Pending Client Correspondence screen. The NOAs are to be given to the participant at the time of the request. **THIS INFORMATION IS INCORRECT.**

CLARIFICATION

When a HA NOA needs to be issued for any of the instances mentioned above, the NOA must be completed manually by the Eligibility Worker and given or mailed to the applicant/participant. HA NOAs are not currently generated by LEADER. The following revisions are to be used:
- ➢ **NOA 290-42A (Rev. 09/00)**, Approve Temporary Shelter.
- ➢ **NOA 290-44A (Rev. 09/00)**, Approve Temporary Shelter/Permanent Housing.
- ➢ **NOA 290-45D (Rev. 09/00)**, Deny Temporary Shelter/Permanent Housing.

These NOAs are available in Armenian, Cambodian, Chinese, English, Korean, Russian, Spanish, and Vietnamese.

Specialized Supportive Services Announcement

Due to the departmental reorganization, the Supportive Services Division was disbanded. The former division was comprised of the three following sections, Child Care Program, Child Care Enhanced Services, and Specialized Supportive Services. Effective May 17, 2004, Child Care Program became part of the GAIN Program Division. Child Care Enhanced Services and Specialized Supportive Services teamed up and are now part of the CalWORKs Division.

We are looking forward to new challenges and positive changes within our new divisions to better serve the CalWORKs population.